

BENEFITS FROM MORATORIUM ON PURCHASE OF FILING EQUIPMENT - HN-

<u>Office</u>	<u>Type of Benefit</u>	<u>Date</u>	<u>Extent</u>
OCI	Revision of RCS	March 1965	Schedule under revision Eliminated 994 cu. ft.
Audit Staff	Revision of RCS	March 1965	Revised RCS
NPIC	Filing Equipment	March 11, 1965	Substitution of 4 drawer for 5 drawer - savings of \$314
Finance	Filing Equipment	March 1965	Substitution of shelf files for 5 drawer cabinets - savings of \$6,395 in equipment
OBI	Records Disposition	March 1965	Elimination of 96 cu. ft. of Map Positives at Records Center Savings of \$41.28
CGS	Revision of RCS	March 1965	Revision of 1 item to reduce retention period from 6 to 5 years
	Filing Equipment	March 12, 1965	Substitution of surplus shelving for 3 five-drawer file cabinets Savings of \$165
OTR	Revision of RCS	March 1965	4 staffs eliminated 10 items reduced retention period on 8 items (5 to 3 years and 2 to 1 year)
	Records Disposition	March 15, 1965	Destruction of 8 cu. ft. of tab machine listings in Registrars Office
RAS	Revision of RCS	3/16	Revision of 1 item to reduce retention period from 5 to 3 years

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NPIC	Filing Equipment	March 11, 1965	Substitution of 4 drawer for 5 drawer - savings of \$314
ORR	Records Disposition	March 2-10	Reduction in volume of maps stored at Records Center 1,200 cu. ft. by destruction
	Records Disposition		Eliminated 1,864 cu. ft. maps at Records Center & 668 Cu ft at hq
RAS	Records Disposition	March 16, 1965	17 cu. ft. destroyed and 3 cu. ft. transferred to Center
DDP	Records Disposition	March 8, 1965	
Fiscal	Records Disposition	March 30, 1965	Transfer of 24 cu. ft. of records earlier than normal
Computer Services	Records Control Schedule	March 30, 1965	Development of New RCS
Finance	Records Disposition	April 1, 1965	Transfer of 44 cu. ft. to Records Center earlier than normal
Logistics	Filing Equipment	April 15, 1965	Turned in 5 safes valued at \$2,690; eliminated 354 cu. ft. of records
Personnel	Records Disposition	April 15, 1965	Eliminated 179 cu. ft. of records
<b>Security</b>	Records Disposition		Revising Records Control Schedule
Cable Sec.	Filing Equipment	April 15, 1965	Suspended requisition for 1 safe
OBPAM	Records Disposition	April 15, 1965	Destroyed 27 cu. ft.
	Filing Equipment		Replaced 3 (4 drawer safes) with 2 (2 drawer safes)

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OCR	Records Disposition	April 15, 1965	Eliminated 3,958.6 cu. ft.
	Filing Equipment		Released 202 safes, 14 cabinets, and 295 misc. equipment
DDS&T	Records Disposition		Destroyed 504, retired 65
	Filing Equipment		Released 3 safes

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